

Right of Way Checklist for Local Public Agents Self-Administering Process

First Items Needed:

- _____ Environmental Clearance Date
- _____ Authorization to Proceed (Form PR2X from FHWA) Date

The following needs to be approved by ADOT Right of way prior to being used:

- Offer Letter (Copy prior to sending it out)
- Summary Statement (Copy that will be used)
- Copy of design plans (high-light new right of way)
- Copy of notes on any property donations
- Copy of Appraisal and Review Appraisal sheet
- Copy of the authorized "Just Compensation" (printed name and signed) and the amount

Items to be submitted to ADOT when requesting Right of Way Clearance, when new Right of Way is required:

- _____ Certification of Right of Way form completed and signed (original)
- _____ Copy of re-appraisal if applicable and appraisal review slip
- _____ Copy of offer letters (signed)
- _____ Copy of summary statements
- _____ Copy of 100% design plans with new R/W highlighted
- _____ Copy of agents' contact log/diary (signed by agents)
- _____ Copy of all correspondence from property owners
- _____ Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person)
- _____ Copy of any administrative settlements and their justification in a written memo to the acquisition file
- _____ Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation

If relocation is involved:

- _____ Copy of all letters to property owner and any correspondence
- _____ Copy of the "Eligibility Determination" worksheet
- _____ Copy of the moving estimate and /or self move paperwork
- _____ Copy of all final paperwork concerning move
- _____ Property Vacate date

Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required:

- _____ Certification of Right of Way form completed and signed (original)
- _____ Copy of 95% design plans
- _____ Date of any Right of Way previously acquired and by what means (i.e. donations, dedications or by purchase)